

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES  
JOB OPPORTUNITY  
**CONNECTICUT VALLEY HOSPITAL**  
**FISCAL ADMINISTRATIVE ASSISTANT – CV101201**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Location:** CONNECTICUT VALLEY HOSPITAL

**Program/Unit:** ADMINISTRATIVE & SUPPORT SERVICES DIVISION – Fiscal Valley Finances

**Shift/Schedule/Hours:** 1<sup>st</sup> Shift, Monday – Friday, 7:30 a.m. to 4:00 p.m. 40 hours

**Salary:** \$54,171 - \$68,931 annually

**Posting Date:** August 1, 2014 **Closing Date:** August 7, 2014

**Eligibility:** This is a competitive classification. State employees currently holding the above title or those who have previously attained permanent status or candidates who have applied for and passed the Fiscal Administrative Assistant examination, and therefore, on the current certification list promulgated by the Department of Administrative Services for this classification may apply.

**Duties may include but not limited to:** Fiscally responsible for work programs for patient's involved in Vocational Rehabilitation Department.; fiscally responsible for Ward Activity Programs; disperse cash for programs weekly that require funding; maintains individual budgets on an Excel spread sheet, update weekly, and verify expenses do not exceed budgets; identify only authorized employees are allowed to receive money for their wards; Record Compound Journal Entries by posting cash and check withdrawals for patients utilizing EDP; Prepare checks in client Quick Books for all cash or check withdrawal requests; Responsible for processing accounts payables relating to Valley View Café and CVH Greenhouse expenditures. Process payments based on verification of receipt for services and commodities; Prepare weekly detailed budget reports on Excel spreadsheet for Administrator of CVH Patient Work Program while providing related assistance in maintaining fiscal control of this area. Prepare State Comptroller Petty Cash Fund reimbursements; Post deposits to Treasurer State of Conn. via CORE CT, report daily or as needed; maintain cash control journal on excel spreadsheet for such deposits. Process cash withdrawals, check requests and patient deposits for Client Accounts. Using Quick Books, prepares Quarterly Activity Fund and Patients Accounts reports. Review for accuracy and recreate summary reports for management to easily review. Reconcile monthly bank statements to Quick Books activity transaction ledgers. Performs all other duties as assigned.

**Note:** Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

**To be considered for this position:**

1. **DMHAS employees who are lateral transfer candidates** (example: FAA applying to an FAA posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed.
2. **DMHAS employees who are applying for a promotion or demotion** must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. **All other State Employees** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

**PLEASE SEND APPLICATIONS TO:**

**EMAIL: [CVH-RECRUIT@CT.GOV](mailto:CVH-RECRUIT@CT.GOV) ~ FAX: (860) 262-5055**  
**Connecticut Valley Hospital**  
**Office of Human Resources ~ ATTN: Recruitment**  
**P.O. Box 351 ~ Middletown, CT 06457**

**AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities. P-5